

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **EMPLOYMENT COORDINATOR**

Jurisdictional Class: **Competitive**
Date Adopted: **2/7/90**
Date Revised: **8/31/00; 7/24/01**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **15**

DISTINGUISHING FEATURES OF THE CLASS: This is a beginning level supervisory position involving the responsibility for coordinating, monitoring, analyzing all employment and/or training programs for utilization and effectiveness. The duties of the position involve responsibility for developing training and placement opportunities with public or private employers and/or training institutions. The work is performed under direct supervision of a high level staff employee. Supervision may be exercised over the work of unit staff and clerical assistants. The incumbent of this position does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Collects, compiles and interprets economic and demographic data to aid in program plan formulation, as well as information utilized in the monitoring and evaluation of all employment and/or training programs; Interprets federal, state and local rules and regulations in relation to the implementation of employment and/or training programs;
Implements and gathers data to aid in the evaluation of employment and/or training programs and coordinates operations with other public and/or private agencies to ensure comprehensive services to clients;
Interviews, assesses and develops individual employment plans for employable clients; counsels clients towards meeting established career goals; makes appropriate referrals for additional supportive services; Assigns and makes field visits to monitor program activities of agencies utilizing PWP and CWEP participants;
Develops worksite contracts;
Collects and monitors time sheets for clients on worksites;
Calculates and reports total community service hours;
Mediates any client/worksite problems that may develop;
Initiates sanction procedures for non-compliance with work rules as appropriate;
Completes narrative as well as tabular records and reports necessary for compliance with federal and state rules, regulations and policies;
Prepares records and appears for the agency at Fair Hearings when appropriate;
Assesses victims of domestic violence to determine the need for waivers from the requirements for temporary assistance;
Represents Department of Social Services employment programs through participation in state and regional job placement consortium meetings; establishes agenda and chairs county Employment Council meetings;
With supervision, develops and implements the Comprehensive Employment Plan and other employment and training initiatives, i.e., grants, pilot projects, etc.;
Works closely with sub-contract agency on Food Stamp Employment and Training Program; coordinates extensively with Income Maintenance on progress and status of participants in employment programs;
Enters caseload information data on employment subsystem and monitors comprehensive employment report (generated monthly) and reconciles same;
Gathers information on Food Stamp Employment and Training Program; compiles and submits reports;

Last Reviewed: 07/24/01
Last Updated: 8/31/00; 7/24/01
Reviewed By: n/a
Last Reallocated: n/a

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Prepares ADC-VEA reports for New York State Department of Social Services and New York State Education reports on a semi-annual basis;

Prepares and submits monthly reports on employment and activities to Principal Social Welfare Examiner;

Prepares and submits monthly time study;

Reviews state communications regarding employment and advises supervisor of implications; conducts all employment activities in accordance with New York State Department of Social Services regulations; follows established policy and procedures of local agency;

Supervises the activities of the TASA Program;

Supervises clerical or other employment unit staff;

Does related work as necessary for the function of the unit.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of labor and poverty economics and social science concepts related to poverty and unemployment; ability to collect, organize, and interpret information related to social service employment and/or training programs; ability to read and interpret moderately complex written materials; ability to seek out and develop training opportunities for agency clients; ability to express oneself orally as well as in writing; ability to understand working relationships with clients, private and government agency representatives, as well as labor group members.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in the behavioral sciences, psychology, social work or closely related field plus two (2) years experience in social work, a social welfare eligibility program, or supervisory or management experience in a public service agency; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and three (3) years of experience in social work, a social welfare eligibility program, or supervisory or management experience in a public service agency; **OR**
- (C) Any combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.